



VACANCY NOTICE

Human Resources/Administrative Assistant

REQUIRED QUALIFICATIONS:

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item in order to be considered for the position.

Completion of secondary school and a Certificate or Diploma in the area of Secretarial Studies and Human Resources are required.

A minimum of three years of related administrative experience is required. A minimum of one year experience in human resources is required.

Level IV (Fluent) English and Spanish (written and spoken) are required (**Note:** Candidate's oral and written English skills will be evaluated as part of the selection process.)

Basic understanding of secretarial and office management procedures is required. Knowledge of host-country local labor laws as well as prevailing customs and practices as they apply to compensation, employment benefits and retirement is required. A strong practical and theoretical understanding of professional HR principles, practices and terminologies is also required.

Strong administrative/secretarial skills are required. Proficiency in word processing, spreadsheets and databases is required. High level of accuracy, attention to detail, excellent analytical, writing and verbal communication skills are critical. Exceptional interpersonal skills are required – must be tactful, personable and be able to maintain effective working relationships with all categories of Mission employees. Ability to prioritize and work under pressure to complete multiple tasks within a short timeframe is a must. Must have extreme discretion in handling personnel matters and be able to inspire confidence and maintain confidentiality.

FUNCTIONS OF THE POSITION:

This position serves as Human Resources/Administrative Assistant and provides secretarial/administrative support to the Executive Office (including Information Technology, General Services, Motor pool, Customs & Shipping, Procurement or Travel units, as needed). Under the direct supervision of the Human Resources Specialist, the incumbent of this position is responsible for recruitment and other personnel actions, developing and maintenance of various staffing patterns and organizational charts, and provides administrative support in accomplishing the objectives of the section.

WE OFFER:

Annual salary ranges from Q95,099.00 thru Q188,392.00 based on past certified earnings. Labor benefits, medical insurance and retirement plan. **If you do not meet all the requirements, please do not apply.**

TO APPLY:

Interested candidates **must complete an application form** which can be accessed at <http://www.usaid.gov/gt/employment.htm>. In addition to the application and curriculum vitae, the candidate must submit a letter in English summarizing his/her work experience and qualifications for the position. Please send application form, curriculum vitae and salary history electronically to: Guatemalavacancies@usaid.gov **no later than close of business March 14, 2011**

The US Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment without regard to race, color, religion, gender, national origin, age disability, political affiliation, marital status, or sexual orientation.